

# American Embassy, Amman

# Vacancy Announcement

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**ANNOUNCEMENT NUMBER: 14 – 115**

**OPEN TO:** All Interested Candidates

**POSITION:** Chauffeur/Customs Expeditor, FSN-04, FP-AA

**OPENING DATE:** December 18, 2014

**CLOSING DATE:** January 2, 2015

**WORK HOURS:** Full-time; 48 hours/week

**LENGTH OF HIRE:** This is a temporary position not to exceed two years from the date of hire

**SALARY:** \*Not-Ordinarily Resident: (Position Grade: FP-AA)  
\*Ordinarily Resident: JD 7,736 p.a. (Position Grade: FSN-4)  
(Full performance Starting Salary)

**APPLICANTS ORDINARILY RESIDENT (OR\*) IN JORDAN MUST HAVE JORDANIAN WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

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The U.S. Embassy in Amman is seeking an individual to fill a temporary position to work as Chauffeur/Customs Expeditor in the Millennium Challenge Cooperation (MCC) Office for two years.

## **BASIC FUNCTION OF POSITION**

This is a temporary, two-year position of a Chauffeur/Customs Expeditor that operates passenger vehicles to transport the Resident Country Director (RCD) and a variety of MCC official visitors and staff within the city of Amman and other surrounding areas, including the program area Zarqa Governorate.

The incumbent will be responsible for the security and safety of the staff and officials during the performance of duty. Inspect vehicles daily to search for suspicious objects, maintain and clean vehicle and keep a record of trip made and mileage. Perform expeditor duties to clear VIPs, temporary staff, officials and goods through local airports, bridge crossing and borders. Distribute materials and invitations. Assist with site visit reports and photography. Responds to duty 24 hours/7 days a week, or as needed.

## QUALIFICATIONS REQUIRED

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. **Education:** Completion of High School is required.  
**Supporting documents (i.e., Sixth Grade Certificate) must be included in the application for eligibility purposes.**  
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2. **Experience:** Two years of professional Driver/Chauffeur experience, delivery, or general work experience in which driving was a primary function of the official duties and responsibilities with no accident history is required.
3. **Language:** Level "2" (Rudimentary knowledge) written and spoken English is required, and Level "3" (good working knowledge) written and spoken Arabic is required.
4. **Knowledge:** Thorough knowledge of streets, locations and local traffic patterns within Amman and Jordan is required, as is solid understanding of local driving/traffic laws and regulations. General knowledge of expediting duties to clear VIPs and good through airports and other crossings is required. Must have sufficient knowledge of motor vehicle mechanics to be able to change tires, check oil and water, and replace minor parts. Knowledge of safe driving procedures for the Embassy, knowledge of driving rules regulation for Jordan.
5. **Skills and Abilities:** Must have a valid Category "4" Jordanian driving license. Ability to carry luggage and equipment (up to 30 Kg) ability to stand for periods in excess of 30 minutes is required. Excellent health, hearing and vision to meet the Department of Transportation standards is required. Ability to work fixable hours, including evenings, weekends and holidays is required. Sufficient computer familiarity in order to use Email and enter data into a spreadsheet is required. Applicants must have excellent customer service skills.  
**A copy of your driver's license must be included with your application.**  
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## HOW TO APPLY:

Applications should be submitted electronically through [AmmanEmployment@State.gov](mailto:AmmanEmployment@State.gov). Please note "V-14 – 115 Chauffeur/Customs Expeditor" in the subject line of the e-mail or your application might not be considered.

1. Submit the Application for U.S. Federal Employment [DS-174](#), or a current resume or curriculum vitae that provides the same information as the DS-174.
2. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. **(You must include a copy of your education certificate or your applications will not be considered)** EFM, USEFM, and AEFM applicants must clearly indicate their status in the text or subject line of their application.

3. A copy of your driver's license if you are applying for a position that includes driving a vehicle.
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>
5. List any relatives or members of your household that work for the U.S. Government (include their name, relationship, agency, position and location). Any omission in this area, either intentional or unintentional, is cause for dismissal.

## **SELECTION PROCESS:**

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **\*DEFINITIONS:**

1. **Eligible Family Member (EFM):** For employment purposes, an EFM is a spouse, domestic partner (DP-as defined in 3 FAM 1610), or unmarried child at least 18 years of age of a US direct-hire FS, CS, or uniformed service member who is:
  - Listed on the travel orders or approved OF-126 of a direct-hire FS, CS, or uniformed service member assigned to the Mission under COM authority; and,
  - Residing at the sponsoring employee's post of assignment abroad.
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, a USEFM is an individual who meets the following criteria:
  - US citizen; and
  - The spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee, who is an unmarried child 18 to 20 years old; and
  - Listed on the travel orders or approved Form OF-126 of the sponsoring employee, (i.e., a direct-hire FS, CS, or uniformed service member who is permanently assigned to or stationed abroad at a US mission, and is under COM authority) and either:
    - a) Resides at the sponsoring employee's post of assignment abroad; or
    - b) Resides at an involuntary separate maintenance allowance (ISMA) location (the individual will not be listed on the sponsoring officer's travel orders, but will have a processed Form SF-1190 authorizing ISMA).

*Other family members or dependents on direct-hire FS, CS, or uniformed service member's travel orders who do not meet all of these criteria are not USEFMs or AEFMs for employment purposes.*

3. **Appointment Eligible Family Member (AEFM):** To be eligible for a Family Member Appointment or a TEMP appointment, an AEFM is:
  - US citizen; and

- The spouse or a domestic partner (as defined 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child 18-20 years old; and
- Listed on the travel orders or approved Form OF-126 of the sponsoring employee, (i.e., a direct-hire FS, CS, or uniformed service member who is permanently assigned to or stationed abroad at a US Mission who is under COM authority); and
- Residing at the sponsoring employee's post of assignment abroad; and
- Does not receive a USG retirement annuity or pension from a career in the Foreign Service or Civil Service. US citizen military annuitant EFM's are FMA eligible.

*Other family members or dependents on direct-hire FS, CS, or uniformed service member's travel orders or approved Form OF-126 who do not meet all of the criteria are not AEFMs or US citizen EFM's for employment purposes.*

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

*A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.*

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

*NOR employees are compensated under a GS or FS salary schedule, not under the LCP.*

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

*EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).*

## **CLOSING DATE FOR THIS POSITION: January 2, 2015**

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.